

VRIS UPDATE

**Purchasing
November 1, 2013
Number 370**

SUMMARY OF UPDATES

Purchasing of certain items can now be done in the field offices by completing a Direct Purchase Authorization form. Items requiring entry into NIS or approval by the State Office, as defined in the Purchasing Business Rules, must be sent to the State Office prior to the purchase being made.

VRIS POSTING

Administrative Forms - [Direct Purchase Authorization](#)

Fiscal – Purchasing – [Purchasing Business Rules](#)

Fiscal – Purchasing – [Purchasing Instructions](#)

FORMS REVISED

None

QE2 UPDATE

None

MONITORING REQUIREMENTS

Office Directors are responsible for only signing purchase orders for items that are not required in NIS. Items requiring entry into NIS or approval by the State Office cannot be made by the local field office.

TEAM COMMUNICATION

Associates are responsible for ensuring that items requiring entry in NIS or State Office approval are sent to the State Office.

LEADERSHIP CONTACT

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